DD/A Registry
83-1967

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:
D/OTE
1026 C of C

EXTENSION

NO.

DATE
8 June 1983

STAT

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. A DDA 7D18 HQS		23 JUN 1983		Per your request.
2. DDA	25 JUL 1983			DD/A REGISTRY FILE: 18-1
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FORM 610 USE PREVIOUS EDITIONS
1-79

83-1967

ASSISTANT DIRECTOR FOR CURRICULUM

The OTE product is its curriculum, yet its overall growth and evolution has received less management attention than other pressing office problems. Our tendency has been to look at the curriculum on a course-by-course basis without pulling together related internal issues - instructor competencies, and facilities, for example. Neither have we sufficiently focused at the office level on the range of training needs being served by a course or the curriculum in general.

These issues were not an apparent problem so long as resources--classroom space and facilities and instructor competencies--were reasonably available. We responded to training needs--surfaced in a variety of ways--by adding courses to the curriculum. We now offer over 90 courses exclusive of the Language School and Operations Training. We have no classroom flexibility, and we are beginning to extend instructors beyond reasonable limits.

At the same time, we are entering a period which promises significant change in many of the Agency's Administrative and substantive processes. We will also face a turbulent, complex, rapidly changing world. One that will demand more of the Agency and of individuals within the Agency. We need to assure that training is systematically but non-bureaucratically responsive to these emerging and changing needs.

The Assistant Director for Curriculum is responsible to the Director of Training and Education for:

1. The orderly development of the OTE curriculum.
    - assure that currently offered courses continue
      to meet worthwhile Agency needs.
    - monitor the systematic assessment of Agency/
      Directorate training needs and prompt and
      monitor course development in response.

2. Developing and maintaining contact with senior
    management regarding training issues.
    - maintain and improve the Senior and Component
      Training Officer network.

3. Assuring that the options for conducting training
    are fully explored.
    - OTE conducted.
    - Component training.
    - External sources (OPM - FEI, etc.).
    - Contract.

4. Developing a long-range curriculum plan and monitoring
    progress toward achievement of goals and objectives.
    - Be an active participant - with other senior managers,
      career managers and division chiefs - in balancing
      curriculum growth and instructor development.
    - Make certain the OTE program and budget reflects
      critical long and short term issues, properly
      addresses OTE's resource needs and relates those

needs to clear-cut Agency requirements for training support.

5. Chair the OTE Curriculum Committee.
   - Develop procedures for course documentation and approval.
   - Assure proposed courses meet the established criteria (need - clear objectives - appropriate content/method).